

**APPLICATION FOR POLICE OFFICER ASSIGNED AS FIELD TRAINING OFFICER**

ISSUE DATE:	21 February 2012	EFFECTIVE DATE:	21 February 2012
RESCINDS:	Version dated 31 December 2007; D07-58		
INDEX CATEGORY:	Career Development		

I. PURPOSE

This directive delineates the duties, eligibility requirements, application procedures, selection process and training program for Police Officer Assigned as Field Training Officer.

II. ASSIGNMENT AND DUTIES

Police Officers Assigned as Field Training Officers are assigned to the Bureau of Patrol and must have the ability to perform all patrol functions. Police Officers Assigned as Field Training Officers will:

- A. instruct probationary police officers in the following law-enforcement subject areas:
 1. ethics,
 2. arrest procedures,
 3. community interaction,
 4. demeanor,
 5. Department policies,
 6. law,
 7. patrol procedures,
 8. physical skills / control tactics,
 9. traffic enforcement,
 10. use of force,
 11. vehicle operation,
 12. verbal communication,
 13. report writing,
 14. other topics and/or skills as necessary.
- B. observe and evaluate probationary police officers in the performance of tasks and prepare progress reports.
- C. make recommendations concerning the qualifications of probationary police officers.
- D. function as trainers and conduct training as prescribed by the Education and Training Division in conjunction with Bureau of Patrol directives.
- E. perform related duties as required.

III. ELIGIBILITY

By the close of the application period, members who are interested in applying must:

- A. be a sworn member below the rank of sergeant.
- B. be willing and able to perform the duties and assignments of a Police Officer Assigned as Field Training Officer as enumerated in Item II of this directive.

- C. be willing and able to work any watch assignment and change work hours in accordance with the provisions of the collective bargaining agreement between the City of Chicago and The Fraternal Order of Police.
- D. be willing to reschedule a furlough period if it conflicts with training.
- E. have a minimum of three years of continuous service as a sworn member with the Chicago Police Department.
- F. have received performance ratings above the minimum rating score necessary to qualify for a step increase as defined in the Department directive entitled "**Performance Evaluation System**" for each of the last four evaluations.
- G. not have any sustained Complaint Register (CR) investigations during the past five years resulting in a suspension of more than two days, or a record of two or more sustained CR investigations within five years resulting in suspensions of any length of time.

NOTE: Sustained CR investigations with findings of "No Disciplinary Action" will not be considered as sustained violations for purposes of this selection process. Candidates with pending grievances concerning discipline will be allowed to apply for the position of Police Officer Assigned as Field Training Officer. Such applications will be considered if the candidates disciplinary record is modified or expunged as a result of a successful grievance such that the outcome of the grievance results in a disciplinary record that meets the disciplinary standards set forth in this directive.

- H. have satisfied all indebtedness to the City of Chicago.
- I. not have been previously removed from the position of Police Officer Assigned as Field Training Officer for cause.
- J. if currently appointed to a D-2A grade, be willing to forgo D-2A status and pay and accept D-2 status and pay of a Police Officer Assigned as Field Training Officer.

NOTE: The candidate's disciplinary record and indebtedness record to the City of Chicago will be checked at the close of the application period, prior to the selection to begin training, and again prior to assignment to the position of Police Officer Assigned as Field Training Officer.

IV. APPLICATION PROCEDURES

- A. The application for Police Officer Assigned as Field Training Officer is available on the Department intranet. The application can be obtained from the Department's "Intranet Services" main page by selecting Bureau Sites, then under Bureau of Administration select Human Resources Division, and then Field Training Officer Application. The member will enter his or her PC number and star number in the format requested. A confirmation page is displayed after the member has successfully registered and is to be printed for the member's records.
- B. Proxy applications will be allowed under limited circumstances such as military duty. To submit a proxy application, the applicant's proxy will contact the Human Resources Division before the close of the application process.

V. SELECTION PROCESS

- A. The selection process will include a written practical examination.
 1. Eligible members will be notified of the date, time, and location to report for the examination.
 2. The examination will consist of multiple-choice questions based on the knowledge, skills, and abilities required to perform Field Training Officer duties.
- B. Candidates who pass the written practical examination will be subject to a written evaluation by their supervising sergeant or lieutenant as to the candidates' knowledge, skills, and abilities relating to the

law enforcement subject areas outlined in Item II-A of this directive. The station supervisor or designated unit supervisor must approve all evaluations.

- C. Members **will not** be compensated for overtime for participating in any portion of the selection process during off-duty hours. The station supervisor or designated unit supervisor will excuse a member who has been scheduled for testing during duty hours, provided that the station supervisor or designated unit supervisor was notified by the affected member at least forty-eight hours prior to the scheduled testing.
- D. Management reserves the right to fill **20 percent** of the recognized Field Training Officer Program vacancies at its discretion without regard to seniority provided that the vacancy is filled by a candidate from the eligibility list.

VI. ELIGIBILITY LIST

- A. Candidates who pass the written practical examination and receive an acceptable evaluation rating in **all** of the law-enforcement subject areas outlined in Item II-A of this directive will be placed, by seniority, on an eligibility list of qualified candidates for the position of Police Officer Assigned as Field Training Officer.
- B. The eligibility list may be stricken at any time at the discretion of the Department. Placement on the eligibility list is not a guarantee of assignment to the position of Police Officer Assigned as Field Training Officer.

VII. TRAINING PROGRAM

- A. Selection to participate in the training program will not constitute appointment to the position of Police Officer Assigned as Field Training Officer.
- B. Members selected for the training program will:
 1. adjust their furlough if it is in conflict with the training program.
 2. be permitted to request a district of assignment, by seniority.
- C. As vacancies occur, members will be selected by seniority from the eligibility list to attend a training program.
- D. At the time training commences, members must be in full-duty status.
- E. Candidates must successfully complete the training program to remain on the eligibility list.
- F. District assignments will be made by the Bureau of Patrol based on operational needs.
- G. The candidate's disciplinary record will be reviewed at the time of application, prior to selection to begin training for appointment to the position of Police Officer Assigned as Field Training Officer, and prior to being detailed to the Education and Training Division.
- H. If, at any time during the training program, it becomes apparent to the commanding officer or training staff of the Education and Training Division that an officer exhibits problematic behavioral traits and/or is physically or psychologically incapable of performing the required duties, the member will be terminated from the training program and returned to his or her district or unit of assignment.

VIII. ADDITIONAL CONDITIONS

- A. Candidates selected for training must pass a drug screen test prior to appointment to the position of Police Officer Assigned as Field Training Officer.
- B. At the time of appointment to the position of Police Officer Assigned as Field Training Officer, members **must** be in full-duty status and must be able to perform the duties as delineated Item II of this directive.
- C. Members selected for the position of Police Officer Assigned as Field Training Officer must successfully complete a ninety workday evaluation period. The evaluation period begins upon successful completion of the Field Training Officer Training Program. Should the period be interrupted by an absence for any reason, the evaluation period will be suspended until the member resumes the duties of a Police Officer Assigned as Field Training Officer. Upon completion of the initial ninety

workday evaluation period, Police Officer Assigned as Field Training Officer will be subject to an evaluation every six months.

IX. ASSIGNMENT AS FIELD TRAINING OFFICER

If, after appointment, a Police Officer Assigned as Field Training Officer demonstrates a lack of knowledge, skills, or abilities necessary for the assignment; is unable to perform the duties of the position; or exhibits problematic behavior, the member will be subject to removal from the position of Police Officer Assigned as Field Training Officer.

(Items indicated by *italic*/*double underline* were added or revised)

Authenticated by: RMJ

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Superintendent of Police

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